

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**



AIR FORCE INSTRUCTION 91-202

15TH AIRLIFT WING

Supplement 1

17 JUNE 2004

Safety

**THE US AIR FORCE MISHAP PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-202, 1 August 1998, is supplemented as follows:

This supplement applies to all units assigned, attached, or associated to the 15th Airlift Wing, except the Air National Guard and US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This supplement incorporates information and procedures found in AFI 91-202 and reorganizes text and procedures. Notification times have also been set for all injuries and mishaps that occur on or off-duty. New or revised material is indicated by an asterisk (*). A bar (|) indicates revision from the previous edition.

1.6.11.7. The Civilian Personnel Flight (15 MSS/DPCE) and Non Appropriated Fund (NAF) Human Resources Management Office (15 SVS/SVFR) staffs will provide 15 AW/SEG with a copy of injury/illness and medical reports normally within 48 hours, immediately after receipt, or seven workdays from the date of the injury, whichever occurs sooner.

1.6.11.8. In order to provide timely and accurate mishap information to 15 AW/SEG, the Tripler Army Medical Center's admission and disposition log will be reviewed by the Air Force Liaison for admissions of active duty Air Force members and faxed to the 15 AW/SEG daily. Information forwarded will contain at a minimum, the admitted individual's name, grade, last 4 of the SSN, unit assigned, date of admission, ward, and if the admission was for an injury or disease. The TRICARE Element will forward admissions that are the result of an injury to 15 AW/SEG. The Resource Management-Medical Affirmative Claims (MAC) staff will prepare an extract listing from the clinic's daily log of patients treated for injuries. The extract listing will be provided to the 15 AW/SEG on an AF Form 1488, Daily Log of Patients Treated for Injuries, and will include only those patients treated for occupational injuries and illnesses. The 15 MDG Primary Care Clinic will capture pertinent information on all active duty Air Force and DAF/NAF DoD civilians who report for treatment for occupational/work related injuries/illnesses and fill out an 15 AW

Form 127, that will be collected by the 15 AW/SEG personnel. Active duty Air Force members placed on “quarters” by a DoD medical facility, other than Hickam AFB Clinic, have the responsibility to inform the members unit orderly room. The members supervisor shall complete all necessary safety forms, 15 AW Form 127 or PACAF Form 161, and provide them to 15 AW/SEG. The Medical Records Flight will ensure that medical forms forwarded from other DoD medical facilities are provided to 15 AW/SEG.

1.6.14.9. To meet the goals and objectives of AFI 91-204, Safety Investigations and Reports, commanders shall develop unit mishap notification procedures. A notification chain shall be established to include: supervisors, unit safety representatives, unit command sections, wing safety and command post, if after hours. Supervisors and/or Unit Safety Representatives (USR) are responsible to verbally or electronically report all on-duty military and civilian injuries and property damage mishaps to 15 AW/SEG as soon as they become aware of them, and no later than two hours of the occurrence. Supervisors and/or USR’s will report any off-duty military injuries to 15 AW/SEG by noon of the first work day following the injury. All on and off-duty military personnel injuries, as well as civilian personnel on-duty injuries, including first aid type, will be reported on a properly completed 15 AW Form 127, Ground Mishap Report. Initial notification from the unit to 15 AW/SEG may be verbally or via e-mail. All property damage mishaps and mishaps involving government owned motor vehicles, including all-terrain vehicles (ATV), golf carts and utility type vehicles, will be reported on a properly completed PACAF Form 161, Ground Mishap Report Worksheet. The original completed 15 AW Form 127 and the PACAF Form 161 shall be delivered to the 15 AW Safety Office (15 AW/SEG) within 5 days of the mishap.

6.2.1. (Added) Continuity books for each discipline will be maintained by the Unit Safety Representative (USR) in compliance with 15th Airlift Wing Ground Safety Management Book.

7.4.1. Damage to any aircraft on a 15 AW installation, from any source, shall be immediately reported to 15 AW/SE through the Hickam Command Post (15 AW/CP, 448-6900). Following a unit assigned aircraft mishap or incident at other than home station, the aircraft commander will complete 15 AW Form 21, Aircraft Mishap Report Worksheet. This report must be sent to 15 AW/SEF (FAX 449-0798) as soon as possible, but not later than 24 hours after the mishap or incident.

11.6.1. (Added) 15 AW Forms Prescribed

11.6.1.1. (Added) 15 AW Form 21

11.6.1.2. (Added) 15 AW Form 127

11.6.2. (Added) AF/PACAF Forms

11.6.2.1. (Added) PACAF Form 161

11.6.2.2. (Added) AF Form 1488

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